

MINUTES

The Town of Manteo Board of Commissioners held their Recessed October 19, 2022 meeting at 5:00 p.m. at 407 Budleigh Street, Manteo, NC.

The following members were present:

- Mayor Bobby Owens
- Mayor Pro-Tem Betty Selby
- Commissioner Tod Clissold
- Commissioner Sherry Wickstrom
- Commissioner Eddie Mann
- Commissioner Ruth Stetson

The following members were absent: Commissioner Darrell Collins

Also present at the meeting were:

- Town Manager Melissa Dickerson
- Town Clerk Jamie Whitley Town
- Attorney Ben Gallop

Mayor Bobby Owens called the meeting to order at 5:03 p.m. and called for a moment of silence. Town Manager Melissa Dickerson conducted a roll call.

SUBJECT: Adoption of Agenda as presented or amended

MOTION: A motion was made by Mayor Pro-Tem Selby and seconded by Commissioner Wickstrom to adopt the agenda as presented and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Wickstrom, Clissold, Mann, and Stetson. Nays: None. Absent: Commissioner Collins. **Motion carried unanimously.**

PRESENTATIONS & REPORTS

SUBJECT: VusicFest Video

Town Manager Dickerson read the following letter from the organizers of VusicFest:

Good evening,

While we are sorry to not be there in person to meet and greet you all, we hope that you will enjoy watching the recap video of the VusicOBX 2022 Summer Concert Series we've prepared for you. It was a truly magical summer and we know it wouldn't have been possible without the support of the Roanoke Island Festival Park staff, the state, the town and all things Manteo that were an integral part of making these events happen. The town police and safety personnel, the restaurant and hotel owners and staff, and the retail shops were all a delight to work with. With that said, we thank you from the bottom of our hearts for the opportunity to bring these events to your town.

Our eleven show series brought in over 25,000 people to the town of Manteo this summer. While we

know this can sometimes be disruptive, we feel it was an overall positive experience for the town, concert attendees, traveling artists and their crew and of course, the VusicOBX family. Many businesses saw an influx of activity and that was exciting. There was an obvious buzz around town wherever we visited. We appreciate your efforts with providing parking signs for the residential areas as well as communicating with us about what was working and what was not. We are always open to working together to not hinder the residents of Manteo as much as possible.

We look forward to continuing to bring positive events and energy to Manteo in the summer of 2023 and hope to grow the experience alongside the local businesses, while preserving the quaintness and beauty that the town provides. If you haven't had the opportunity to join us for a show, we hope you will come out in 2023 and see what the buzz is all about.

Brad & Rebecca Meyers
VusicOBX

The Board watched a video recap of VusicFest 2022.

SUBJECT: Department Head Reports

The Department Heads gave their department head reports to the Board of Commissioners in person and were accompanied by a slideshow.

Finance Department – Finance Director Heather Doughtie

- Ms. Wright has enrolled in an introductory finance course at Central Piedmont Community College to assist with the transition from working in state government to local government.
- The Town should have our audit report completed by October 31st, 2022.
- All required reports (monthly and quarterly) have been completed.
- Bank expense negotiations and consolidations have continued to be successful, with a \$295/month reduction thus far since last fiscal year.

Police Department - Chief Vance Haskett

Operations Summary

Chief Haskett

- Completed Firearms In-Service Training.
- Attended Christmas Event Pre-Planning and Safety Meeting

Lieutenant (Lt.) Eilert

- Attended Christmas Event Pre-Planning and Safety Meeting.
- Instructed LIDAR Operator and RADAR Operator at Nags Head PD (Police Department) for Surrounding Law Enforcement Agencies.
- Instructed Note taking & Report Writing and Interviews for Basic Law Enforcement Students at COA (College of the Albemarle) Barco.
- Attended FlexCAD Training.

Investigator (Inv.) Moore

- Inv. Moore finished Forensic Analysis of Shooting Incidents at NCJA (North Carolina Academy of Justice) Edneyville.
- Attended Basic Narcotics Investigation training at NCJA Edneyville.

Officer Grogan

- Assisted with a Multi-Agency Checkpoint at the VA/NC border hosted by Camden County Sheriff's Office.

Officer Deaton

- Attended an OBX Bicycle Pedestrian Safety Coalition meeting via Zoom.
- Assisted Community Police Advisory Board Members at Manteo Market.
- Attended Officer Duties in Sex Crimes Webinar.

Officer Rhoads

- Finished K9 Training at K-2 in Southern Pines, NC
- Attended Firearms Instructor Prequalification at NCJA Edneyville.
- Attended Community Oriented Policing at NCJA Edneyville.

Officer Lassen and Investigator Corbin

- Assisted with Traffic Control for The Dare County Motorcycle Toy Run.

All Officers

- Attended Staff Meeting / Storm Preparation Plan Review.

Criminal and Traffic Report

- Accidents - 6
- Arrests - 7
- Citations - 56
- Investigations - 17 (14-Closed and 3-Open)
- Ordinance Violations - 8
- Warning Tickets - 17
- Central Communications Report for September
 - 1,908 self-initiated calls
 - 145 dispatched calls
 - Total = 2,053 calls for service

Planning Department - Town Planner Matt Farmer (Presented by Town Manager Dickerson)

- Planning and Zoning Board - The Planning Board attending a virtual training through UNC School of Government.
- Certified Zoning Official Training - UNC School of Government Training 9/19/2022-9/23/2022 for CZO certification - Development Ordinances.
- Sanderling Commons - Working with Town Manager and Woda Cooper Companies to discuss affordable housing.
- Salt Meadow Landing - Assisted Town Manager in preparing for the Quasi-judicial hearing.
- Emergency Management

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- Completed 5 fire inspections and 1 technical plan review.
- Updated 2022 Emergency Operations Plan.
- Investigated lightning strike at 1133 Pirates Way.
- Building Permits
 - Value of Commercial - \$2,514,700.00
 - Value of Residential - \$34,573.00
 - Total Cost of Permits - \$72,888.72
 - Total Value - \$2,622,161.72

Public Works Department - Public Works Director Frankie Woodley

- Made In-House repair to truck 15.
- Painted lines for "No Parking Zone" in Magnolia Pavilion parking lot.
- Painted the skate park.
- Replaced the seated and the ADA digger at David Farrow playground.
- Trimmed hedges in front of the waterfront marina office.
- Continued picking up trash along the causeway.
- Continued edging sidewalks along Hwy 64.

Water and Sewer Department - Water and Sewer Director Josh O'Brien

- Mr. O'Brien started his presentation with the Water and Sewer Department's Operation, Maintenance, Inspection, and Billing snapshot for September.
- They had low water meter work orders and a low number of meter replacements and water leaks.
- 45 service location 811 locates. This is lower than last month but 10 higher than the average of 35.
- Installed two new water taps on Wingina Street for new construction.
- Staff repaired pump #2 at the Wingina Pump Station. It was damaged due to items being flushed that should not have been flushed.
- He reminded everyone that wipes clog pipes and the best thing to be flushed is toilet paper. He also reminded everyone to put fats, oils and grease (FOG) in the trash.
- The Waterfront Pump Station replacement project is still underway. The water and sewer department provided pump trucks so that they could tie into the force main. They tied into the gravity sewer. He showed a picture and described what was happening in the picture as well as showing the compromised stormwater pipe.
- Cameron Morris attended C-Distribution Certification and Devontae Armstrong attended Grade One Collection at the Distribution and Collection School in Morehead City.

Mayor Pro-Tem recalled a discussion about putting a reminder in the bills about what not to flush. Town Manager Dickerson stated that we can do that and Water and Sewer did create a video a couple of years ago about what not to flush. The notice most recently on the water bills was the 2021-2022 Annual Wastewater Performance Report. Information about what not to flush is on that report.

Community and Economic Development Department

- Main Street
 - NEW! Main Street Coffee Chat - monthly virtual get together with other NC Main Street communities.
 - Main Street Advisory Board members worked with community members to look at

the physical environment of the town.

- Special Events
 - Completed the 2022 Downtown Market season: Over 80 applications received this year, up from a little over 30 applications received in 2021.
- The Town of Manteo will have a booth at the Harvest Celebration event for the U.S. Capitol Christmas Tree on November 5, 2022 in Fletcher, NC.

The Board watched a Downtown Market Spotlight Video.

Information Technology Department - Information Technology Director Carl Woody

- Cybersecurity Training – Spear Phishing Playbook
 - Always Verify – Verify phone numbers and email subject lines by running them through a web search. Doing so can often help you identify a scam.
 - Don't Give Access – If you don't have confidence in the person you're talking to, do not follow their instructions to visit a website, download files, or grant them remote access to your computer.
 - Check The Email – Always scrutinize a sender's email address. If it looks strange or suspicious, don't trust it.
- IT Helpdesk Tickets
 - 27 Trouble Tickets created with 23 completed.
- Projects
 - Upgrading Police Body-Worn Cameras.
 - Upgrading Camera Surveillance Systems.
 - Working on videos for Kiosk.
 - Upgrading Town Desk Phones.
 - Implementing Online Access to Cemetery Information.
 - Researching Access Control for Town Hall and Waters and Sewer.
 - Finished replacing tablets in police vehicles.
 - Working on upgrading audio-video equipment for the board room.
 - Prepping obsolete equipment for auction.
 - Working on improving security and Internet at Cartwright Park.

PUBLIC COMMENTS

Members of the public are invited to address the Board of Commissioners on any topic. Public Comment is not intended to require the Board to answer any impromptu questions or to take any action on items brought up during the public comment period. Speakers will address all the comments to the Board as a whole and not one individual Commissioner. Discussions between speakers and members of the audience will not be allowed. Time limits are 3 minutes per person or 5 minutes per group. Please identify yourself and your location so that your statements can be recorded.

No one wished to address the Board.

QUASI-JUDICIAL HEARING

SUBJECT: Salt Meadow Landing Special Use Permit Application (Continued from August 3, 2022, September 7, 2022 and October 5, 2022) *It is expected that this hearing will be continued to a later date*

Town Attorney Gallop recommended that the Board continue the hearing to November 2 with the expectation being that the meeting will likely be set to another date. He heard from everybody and one or two people will not be able to attend the November 2 meeting. The Applicant has an issue with one of their witnesses not being able to be there at all that day and the neighbor party has some issues with at least one person not being able to be there until later in the day. We didn't discover all of this until a day or two ago. We haven't had time to confirm when the next date of availability would be.

MOTION: A motion was made by Commissioner Mann and seconded by Commissioner Wickstrom to move the quasi-judicial hearing to November 2 for Salt Meadow Landing and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Wickstrom, Clissold, Mann, and Stetson. Nays: None. Absent: Commissioner Collins. **Motion carried unanimously.**

NEW BUSINESS

SUBJECT: 2022 Travel Policy

The Travel Policy was last updated in 2004 and needs to be updated to suit the needs of the Town employees and officials.

MOTION: A motion was made by Commissioner Clissold and seconded by Commissioner Mann to adopt the 2022 Travel Policy and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Wickstrom, Clissold, Mann, and Stetson. Nays: None. Absent: Commissioner Collins. **Motion carried unanimously.**

SUBJECT: Zoning Ordinance Discussion

Town Manager Dickerson informed the Board that the Planning Board will be looking at the zoning ordinances to make suggestions to the Board about needed changes. She asked to Board to give the Planning Board some guidance as to what the Board would like to see changed in the ordinances. Town Attorney Ben Gallop is reviewing both the Code of Ordinances and the Zoning Ordinances. The Planning Board will be taking a deep dive into the Zoning Ordinances. Commissioner Wickstrom suggested that the Board come up with a list of priorities. Commissioner Mann suggested that we look at restoring our sewer pipes around town. He asked that we have an engineer calculate our sewer capacity so that the Board has the actual capacity to determine what we want our zoning to look like. Commissioner Wickstrom suggested that we have our own traffic impact study conducted. Commissioner Stetson asked that we take a look at the sign ordinance and look at Dare County's Feral Cat Ordinance and make something for the Town of Manteo.

SUBJECT: Discussion and Consideration of Board of Commissioner Meeting Format

The Board discussed the current format of the Board of Commissioner Meetings. The Board decided that the meeting times for the Regular Meeting and the Recessed Meeting will both be at 6:00 p.m.

There will be a public comment for both meetings. Department Head reports will be attached to the Mid-Month Meeting agenda and department heads will be heard from on an as-needed basis. The recessed meeting will have a workshop format with topics for the Board to study. Board Members will submit topics to Town Manager Dickerson and she will get the information out to the Board for the recessed meeting. Board members are encouraged to get topics to Town Manager Dickerson as soon as possible. A list of topics will be compiled on a calendar so that members will know what topics are coming up. This change will not take effect until December 2022. The time change will be noted on the water bills and online.

MAYOR'S/COMMISSIONERS COMMENTS

Commissioner Clissold: He asked if the parking could be restriped on Queen Elizabeth Avenue. This may help with some of the parking issues downtown because the lines are faded. Queen Elizabeth Avenue is a state street. NCDOT will need to be contacted to see if we can paint them ourselves.

Commissioner Stetson: She met with Stephen Burt, Senior Economist that's working on another passenger ferry study. She has read every passenger ferry study that she could find as far back as 1993. She understands this topic has come up a lot in our area but we're in kind of a weird special moment in our National History where our president has recently slotted 300 million dollars for waterway and transportation ferries. She suggested that this be for the workshop and asked the Board to look at the three studies that have been forwarded to them. She stated that the macroeconomic picture of it is really enticing. Tourists are going to come here that's never changing so if we can't fix roadway congestion, why not use the waterway? They have planned an extensive route, that's an hour and 40 minutes from Kitty Hawk all the way to Plymouth with Columbia and Edenton. They're essentially working with Main Street and revitalization programs that are going to boost these areas' economies hinging on their historic roots. Her idea was something that was from Manteo maybe to Nags Head, Kill Devil Hills, or Duck. She reached out to the Mayor of Duck but Duck has shallower water areas than Manteo. She talked to the Waterfront Operations Director Barry Wickre about the draws around Marshes Light or the lighthouse. Out there would pretty much be the only place that a ferry could go but we are centrally located in this "Inner Banks" concept so from the state we look like a hub option which is great on an economic level. It could bring tons and tons of visitors on it but it also could add congestion, inadvertently, due to a whole new multimodal transportation setup that just draws people here from all over. The idea would be that we'd want to alleviate some of our traffic but she doesn't know how to solve that. The idea of having something like that here could really invigorate our downtown in a whole different way. It's a paid ferry system and there'd be local discounts, this is the model they've brought up. She mentioned private-public partnerships and there's a lot of interest in doing these ferries across the nation. In Oregon, they're auctioning off the naming of their ferry to generate revenue for it. There are weird ways that you can fund it but the initial investment is pretty easy to secure nationally, however, there are ongoing expenses. There are a lot of different ways to handle that. She is attending the Attorney General's meeting tomorrow because she has a question about legislation around data collection. If we were to have a passenger ferry where they simply tap their phone to pay then that's data collected and every company that we use as citizens of America collects our data it's called Liquid Gold. That's why Amazon is so valuable in the stock market so municipalities just haven't innovated in that sector yet. Do our citizens want this idea? She has been walking in town and asking people about a passenger ferry. Everyone gets so excited when you talk about a passenger ferry. There is a chance that if we become the most popular hub of the

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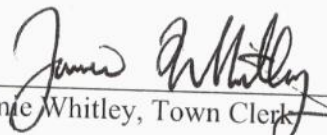
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passenger ferry, we become this dense area where people need to park and then want to park and ride as opposed to park somewhere else and then riding the ferry. She wanted to inform the Board and encourage them to read the study. Mr. Burt took her questions back to the research team and she talked to Commissioner Collins, he gave her some good questions to ask. The research team is going to prepare a report and submit it back to the Board. She asked the Board to be thinking about this and to please share any thoughts they may have with her.

There being no further business to come before the Board or other persons to be heard a motion was made by Mayor Pro-Tem Selby and seconded by Commissioner Stetson and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Wickstrom, Clissold, Mann, and Stetson. Nays: None. Absent: Commissioner Collins. **Motion carried unanimously**

This the 19th day of October 2022.

ATTEST:


Jamie Whitley, Town Clerk


Bobby Owens, Mayor





Town of Manteo Travel Policy

This policy was approved the Board of Commissioners at their on October 19, 2022 meeting.

Purpose

It is the intent of this policy to provide Town departments and agencies a comprehensive reference for uniform interpretation of payment or reimbursement for travel expenses pertaining to official travel.

All employees and officials of the Town are subject to the terms of this policy.

Employee and Town Official Responsibility

A Town Employee or Town Official traveling on Town business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, indirect routes, luxury accommodations, extravagant meals and unnecessary or unjustified services are not acceptable under this standard. Town Employees and Town Officials will be responsible for unauthorized costs and any additional expenses incurred for personal preference and/or convenience. Good judgment should be used when incurring expenses.

When practical, a per diem for meals (as per the GSA rate) will be issued to responsible Town employees as a tool to help minimize the personal financial impact of conducting Town business. Detailed documentation is required of all Town credit card use. Willful violation of this policy may result in dismissal from Town employment or other disciplinary action.

Definitions and General Guidelines:

- A. **Authorizing Party**-An individual authorized by this policy to approve or disapprove requests for travel, travel advances, travel reimbursements, etc. The authorizing party shall be the Town Manager or her designee.
- B. **Expense Report**-An expense report is required to be submitted for reimbursement requests of costs incurred during the course of travel. Expense reports must be accompanied by valid receipts of expenses. Expense reports with eligible mileage reimbursement requests must be accompanied by a map of the route taken during travel.
- C. **General Services Administration (GSA)**- The General Services Administration manages federal property and provides contracting options for government agencies. GSA promotes management best practices and efficient government operations through the development of governmentwide policies. <https://www.gsa.gov/>

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- D. **Normal Job Location**- Normal job location is the job location at which the employee spends the majority of his or her working hours. For an employee in travel status, the normal job location should be the point where traveling begins the majority of the time.
- E. **Overnight Accommodations**- Employees are eligible to secure overnight accommodations when the destination is located more than 35 miles from their normal job location. When possible, the government rate or group rate for the travel activity will be utilized. It is the Town's preference that overnight accommodations be booked using a Town issued credit card. Reimbursement for out-of-pocket overnight accommodation expenses may be allowed only when extenuating circumstances exist and are approved by the Authorizing Party. Overnight accommodation requests shall be made on the travel pre-authorization form.
- F. **Per Diem**-Per diem is an allowance for meals, and incidental expenses. Per diem may be issued for employees traveling on official Town business for meals and incidental expenses based on the rate schedule set forth by GSA. Per diem is calculated based on GSA established rates for meals and incidentals (including rates for first and last day of travel) for the travel destination multiplied by the number of days spent during travel. If travel requires multiple destinations, each destination rate will be considered in determining the total amount of per diem allowed. GSA Per Diem rates can be found at this link: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- G. **Registration Fees**-The Town allows for registration fees to be paid at the actual amount as shown by a valid receipt or invoice. It is preferred that registration fees prepaid by the department on a Town issued credit card. The department must require itemization and documentation of registration expenses. Registration fees may be eligible for reimbursement under extenuating circumstances when a town issued credit card may not be available.
- H. **Reimbursements**- All reimbursement requests shall be filed for approval within 10 working days after the travel period ends for which the reimbursement is being requested. Reimbursement requests shall be made by submitting a complete expense form.
- I. **Requesting Party**-The person who will receive per diem or be reimbursed for travel costs incurred while conducting Town business.
- J. **Town Credit Card**-Town credit cards will be issued as a tool to help minimize the personal financial impact of conducting Town business. Detailed documentation (receipts) is/are required of all Town credit card transactions. Expenses eligible for reimbursement in this policy can be applied to a Town credit card, however, it is preferred that meals be handled through issuance of per diem and not applied to a Town credit card. If expenses applied to a Town credit card are determined to be in excess of daily per diem rates, the Town will seek reimbursement from the employee. The GSA per diem rate will be used when determining excess. Inappropriate, unauthorized or unreported use of Town credit cards will be grounds for disciplinary action up to and including dismissal.
- K. **Town Official**- Town Officials traveling for training or a conference are subject to the terms of this policy. A Town Official could include members of the Board of Commissioners or members of other boards that are appointed by the Board of Commissioners. The Town may reimburse Town Officials for expenses incurred while traveling on official Town business. Travel expenses for members of a Town Official's family are not eligible to be paid by the Town. Per diem will not be provided to Town Officials. Town Officials may provide complete expense reports to the Town Manager and receive reimbursement for eligible expenses subject to GSA rates.
- L. **Transportation**-Transportation expenses include personal automobile, taxi, bus, train, airplane, motor pool charges, auto rentals, rideshare, tolls and parking fees. All travel expenses must be incurred by and for employees while conducting official Town business. Receipts are necessary for reimbursement for auto rentals and all other means of transportation when available. The

Town will pay the current allowable automobile mileage rate as established by the General Services Administration (GSA). Whenever possible employees should ride together or use Town owned vehicles.

- M. **Travel**-Travel is defined as going to and from the normal job location to a site located more than 35 miles from the normal job location. Authorization of travel requests will be based upon need and cost/benefit of travel as determined by the authorizing party. The requesting party is also encouraged to share transportation with other employees of the Town and representatives of other government units when possible. The requesting party will be reimbursed for actual costs incurred only, subject to the limitations established in this policy.
- N. **Travel Pre-Authorization Form**- A travel pre-authorization form must be submitted by the requesting party for authorization of travel at least two weeks prior to the date upon which travel will commence, unless there are extenuating circumstances. Determining that sufficient funds remain in the department travel budget to incur all expected costs of travel, must be confirmed prior to authorizing travel. Per diem will be issued in accordance with the approved request determined on the travel pre-authorization form.

Specific Guidelines Relating to Transportation, Subsistence, and Other Costs:

A. Transportation

1. **Town Vehicles**-Town vehicles may be provided for any authorized travel. The use of Town vehicles is restricted to the specific requesting party given permission for such use. The requesting party must obey all laws of the jurisdiction in which the vehicle is being operated. The vehicle will be used for conducting Town business only. A minimal amount of personal use incidental to or reasonably associated with the travel, such as driving the vehicle to and from dinner, may be allowed. Non-town employees may accompany Town employees in Town vehicles only if they have a business interest in the travel.

2. **Personal Vehicles**-Town vehicles may be available for out-of-town travel and personal vehicle use must be approved by the Town Manager. In such a case, the following will apply:

- a. The use of personal vehicle must be approved in advance and noted on the travel pre-authorization form.
- b. The Requesting Party waives any and all claims for any property damage against the Town, and releases the Town for any claims for reimbursement other than as specifically authorized by this policy.
- c. Parking fees, tolls, and storage fees are reimbursable. Reimbursement of an expense in this category is allowed and a receipt of the expense is required for reimbursement to be submitted with a complete expense form.
- d. The employee will be reimbursed for the actual round-trip mileage at the GSA rate established for private vehicle use per mile. No other costs associated with vehicle use or maintenance (e.g. fuel, oil, repairs or supplies) will be reimbursed. The GSA reimbursement rate can be found at this link:
<https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates> . Reimbursement of an expense in this category is allowed and a map of the mileage is required for reimbursement to be submitted with a complete expense report.

3. **Rental Vehicles**-Rental vehicles are to be used as a last resort. Use of a rental vehicle must be approved in advance by the Town Manager or her designee. A receipt is necessary for reimbursement to be submitted with a complete expense report.

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4. **Air Travel**-Air travel is required to be preapproved by the Town Manager. It is the Town's preference that air travel be booked using a Town issued credit card. First Class travel will be reimbursed at the economy or coach rate established for the same flight. Penalties and charges resulting from the cancellation of airline reservations shall be the Town's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the Town. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay any penalties and charges. However, in the event of accidents, serious illness or death within the employee's immediate family, or other critical circumstances beyond the control of the employee, the Town may pay the penalties and charges, at the Town Manager's discretion.

5. **Commuting**

- a. No reimbursement shall be made for the use of a personal vehicle in commuting from an employee's home to the normal job location.
- b. Travel to/from airport: Reimbursement for travel between the employee's normal job location and the nearest airline terminal and for appropriate parking may be made under the following circumstances. For travel by:
 - Taxi or Rideshare- Limited to reimbursement for actual costs (receipt required);
 - Private vehicle - The GSA rate per mile of the round-trip mileage with parking charges. Expense reports with eligible mileage reimbursement requests must be accompanied by a map of the route taken during travel Receipts are required for airport parking claims. Reimbursement requests in this category should be made by submitting a complete expense report and supporting documentation.
- c. Travel to/from airport - Reimbursement for travel to and from the airline terminal at the employee's destination may be made where available as listed below (receipts are required):
 - Bus or other public transit option - One round-trip fare;
 - Taxi or Rideshare - Fare to and from airline terminal;
 - Rental vehicles - May be used as a last resort.Reimbursement requests in this category should be made by submitting a complete expense report and supporting documentation.

6. **Per Diem**

- a. Per diem may be issued for traveling on official Town business based on the rate schedule set forth by GSA. Per diem is calculated based on GSA established rates for meals and incidentals (including rates for the first and last day of travel) for the travel destination multiplied by the number of days spent during travel. If travel requires multiple destinations, each destination rate will be considered in determining the amount of per diem allowed. GSA Per Diem rates can be found at this link: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

B. **Meals**

1. **Meals**

- a. Meals may be an eligible expense when a travel destination is located at least 35 miles from the employee's normal job location. Each employee or Department Head is responsible for preparing and submitting a travel pre-authorization form for per diem to cover meal expenses. Per diem will not be provided for meals provided by conference or training. Per diem is calculated as defined in this policy.

C. Reimbursement Procedures

A requesting party may complete a complete expense report, attach receipts or other supporting documents for expenses incurred during travel, and submit it to the authorizing party no later than ten working days after returning from travel. After approval by the authorizing party, the expense form should be forwarded to the Finance Director to process the payment request. A requesting party submitting a falsified expense form will be subject to disciplinary action and/or criminal prosecution. Violations of the Town's travel policy may result in dismissal from Town employment.

Forms:

Travel Pre-Authorization Form
Expense Report

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